

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
FEBRUARY 26, 2007**

The Board of Park Commissioners of the Park District of the City of South Bend, Indiana met on Monday the 26th of February 2007 at the O'Brien Administration & Recreation Center, 321 E. Walter St., South Bend, Indiana for its regular meeting. Notice of the date, time and place of the meeting were duly given as required by law.

Park Board members present were as follows:

Mr. Robert Goodrich, Vice President
Dr. Thomas Kelly
Mr. Garrett Mullins

Park Board members absent were as follows:

Mr. Robert Henry, President

Staff members present: Phil St. Clair, Superintendent; Bill Carleton, Director of Financial Services; Betsy Harriman, Administrative Services Director; Susan O'Connor, Recreation Director; Randy Nowacki, Director of Golf Operations; Mark Bradley, Director of Marketing & Promotions; Ray Comer, Athletic Supervisor; Cheryl Greene, Acting Park Board Attorney

I. The meeting was called to order by Board Vice President Robert Goodrich at 4:03 p.m.

II. The first order of business was the interviewing of interested citizens.

1. Superintendent St. Clair introduced Mr. Phil Custard the City's new Purchasing Manager to the Board.

Dr. Kelly asked if the Department had responded to the issues brought to the Board by Mr. Borowski at a previous meeting. Ms. Harriman said that the trash problem had been addressed and that the illegally parked truck will be towed if it comes back.

III. The next order of business was unfinished business.

There was no unfinished business.

IV. The next order of business was new business.

1. Request to Approve Arborist Licenses
The following was a new license application-
 - a. Underly Tree Service

The following were license renewal applications-

- a. Landmark/Solliday Landscaping
- b. Michiana Arbor Supply
- c. West Landscape, LLC

- d. Kevin Tree & Landscaping, Inc.
- e. Mills Landscape Services
- f. American Tree Care, Inc.
- g. B & B Floral Adventures
- h. Custom & Moore Tree Experts, Inc.
- i. Doug's Mishawaka Tree Service, Inc.
- j. Heritage Valley Nursery & Landscape
- k. Michiana Tree Service
- l. Tru Green Chemlawn
- m. KC Tree, Inc.
- n. Super Tree
- o. Fuerbringer Landscaping & Design, Inc.

Dr. Kelly made a motion to approve the arborist licenses as read. Mr. Mullins seconded the motion and it was passed.

2. Requests for Use of Parks- Betsy Harriman

Ms. Harriman requested the Board approve the following requests:

- a. Workers' Memorial- Howard Park- April 29
- b. Cinco de Mayo- Howard Park- May 5
- c. Suicide Prevention Fundraiser- East Race- July 6-7
- d. Lake Reunion- LaSalle Park- August 4-5

She stated that all were returning events and were aware of the insurance requirements. She recommended approval of all requests.

Mr. Mullins made the motion to approve the above requests and it was seconded by Dr. Kelly. The motion was approved.

3. Request to Declare Golf Copiers and Ice Maker Obsolete- Randy Nowacki

Mr. Nowacki requested the following equipment be declared obsolete-

- a. Lanier Mod 6616
- b. Konica Mod 1112
- c. Ice Maker- Model CM 250AE-1E

The copiers have been replaced and are not repairable and the ice maker is 23 years old and repairs will be almost as much as a new unit.

Dr. Kelly made a motion to declare the two copiers and the ice machine obsolete. Mr. Mullins seconded the motion and it was passed.

4. Request to Ratify South Bend Youth Hockey Utility Agreement- Supt. St. Clair

Superintendent St. Clair explained that after discussion with the Mayor and in light of current and future budget restraints, the agreement would be modified in future years. The amount of support would remain at \$25,000 for 2007, but would be reduced to \$15,000 in 2008, \$7,500 in 2009 and eliminated beginning in 2010.

Mr. Goodrich stated he was sorry to have to do this, but he understood the necessity. He said he liked the report that was supplied by Mr. McMahon.

Dr. Kelly asked if this would be reviewed in the future if circumstances changed. Superintendent St. Clair felt that this would be the action taken unless something extraordinary happened.

Dr. Kelly made a motion to approve the agreement between the Park Board and South Bend Youth Hockey, Inc. for 2007 in the amount of \$25,000. Mr. Mullins seconded the motion and it was passed.

Mr. Mike Klute, Manager of the Ice Box, was in attendance and addressed the Board and reported that they are having skating sessions for the Homeless Shelter residents and also the YMCA. He said their public skating doesn't conflict with the weekend schedule at Howard Park. He stated they wanted to be a partner and not a competitor.

Superintendent St. Clair and Mr. Goodrich thanked them for what they did for skating in the community.

5. Request to Ratify Fees for 2007- Superintendent St. Clair

Superintendent St. Clair requested the Board approve the attached fee schedule. He said that this was an effort to recover the costs incurred for these activities.

He explained that the burial fees were being raised to cover our expenses. There are only five or six burials per year.

Mr. Goodrich asked if the fees for the Greenhouse had been discussed with the Botanical Society in light of the recent events. Superintendent St. Clair replied that this fee was to recover the staffing and utility costs for the rental period. He felt that even at this rate it was less than other facilities in the area. He also said that Mr. Moyer had been working with the Botanical Society and they have expressed no opposition to the fee increases.

Ms. O'Connor explained that the request for the increase in gym rentals is to get them in line with other area parks and recreation departments. Dr. Kelly asked about the issue of resident and nonresident fees. Ms. O'Connor said that because of the difficulty in determining the renter's status that was not requested.

Mr. Mullins made a motion to approve the proposed 2007 fee request. Dr. Kelly seconded the motion and it was passed.

6. Request to Approve Emergency Repairs at Potawatomi Zoo- Bill Carleton

Mr. Carleton requested the Board approve emergency heating repairs to the chimpanzee holding building and the old world monkey building due to the recent very cold weather. The total cost is \$15,996.46 and the work will be done by Gnoth and Narragon. This will be paid from Zoo nonreverting capital funds.

Dr. Kelly made a motion to approve the emergency repairs at Potawatomi Zoo in the amount of \$15,996.46. Mr. Mullins seconded the motion and it was passed.

V. Report by Palisades Baseball, Inc.

Mr. John Baxter, General Manager, announced that it is thirty-eight days until opening day.

An outside concessionaire has been hired to run the concession operations. Promotions

are also being planed. He asked to have time at the next meeting to put on a presentation about the promotions being offered.

VI. Approval of Minutes

Dr. Kelly made a motion to approve the minutes of the regular Board meeting held on January 15, 2007 as mailed. The motion was seconded by Mr. Mullins and approved.

VII. Approval of Maintenance Vouchers

A motion was made by Mr. Mullins to approve maintenance vouchers for January 2007 totaling \$800,077.04. It was seconded by Dr. Kelly.

Dr. Kelly asked about the "Flexible Spending Account" line item that was 98% spent. Mr. Carleton explained it is an employee benefit of \$500 per employee that is paid to the administrator in January. The employees may be reimbursed from this for medical and childcare related expenses on a before tax basis.

There being no further discussion, the motion was passed.

VIII. Business of the Superintendent

1. Superintendent St. Clair informed the Board that preliminary meetings have been held with restaurant operators concerning the concession operation at Erskine Golf Course. Other park departments have been contacted concerning how they handle outside vendors running their concessions. He stressed that this in the very preliminary stages. He just wanted the Board to be aware of this.

Mr. Goodrich asked about the Elbel concessions. Superintendent St. Clair replied that because of the attractive location of Erskine, this would be looked at first. He said if there was interest in Elbel that would be looked at also.

Superintendent St. Clair said that this would include catering and year round restaurant operation that would go beyond just golfers.

2. Superintendent St. Clair briefed the Board on the potential impact of the 2% circuit breaker on the Park Department's finances. The potential of losing \$2.6 million in 2010 would have a catastrophic effect on our ability to deliver services the community has come to expect.
3. Park Staff has been meeting with the staff of the County Parks and Mishawaka Parks. They have been discussing how the circuit breaker would affect all the departments. One idea being discussed is to eliminate the duplication of services.

It is hoped the legislature will remedy this, but they are preparing for the worst.

4. Superintendent St. Clair reported on capital requests that will be going before the Common Council in two weeks. In fund 201 (Parks Special Revenue Fund) we have requested \$824,500, \$320,000 in fund 405 (Capital Nonreverting Fund), \$4,000 from the East Race Waterway Fund, and \$75,000 in fund 203 (Recreation Nonreverting Fund).

Also, \$610,000 from the County Option Income Tax Fund (COIT) has been requested.

5. Superintendent St. Clair reported on legislative bills that are being discussed in the Indiana Legislature. Senate Bill 100 allows the Board of Park Commissioners to have exclusive control over the planting, trimming, and maintenance of shade trees along public ways. Additionally, it says the Board has the exclusive control over the establishment and maintenance over public playgrounds, swimming pools, community and recreation centers and shall select directors, assistants, and employees to manage and control the facilities and describe their duties and fix their compensation.

Senate Bill 52 increases Indiana's minimum wage to \$6.20 on July 1, 2007 and to \$7.25 on July 1, 2008. For individuals less than 20 years of age it is \$5.30 on July 1, 2007 and \$6.35 on July 1, 2008.

House Bill 1674 requires that public employers must provide a wellness program for the employees.

House Bill 1360 requires a notice of a meeting to determine a common construction wage must be published on the internet and increases to \$500,000 the base amount under which a common construction wage need not be determined starting in 2008.

IX. Comments by the Recreation Director

1. Ms. O'Connor reported that 1,070 tickets were sold for the Daddy-Daughter Dance and despite the cold weather the room at the Century Center was packed.
2. The Howard Park Ice Rink attendance is up for the season despite the late start this season.
3. Gary and South Bend have been selected as the first regional training sites for the We Can! Program by the National Heart, Blood, and Lung Institute. We will be acknowledged as the first We Can! city and state. This will be held April 30 through May 1. Advertising will be coming out soon.
4. The Weight Winners program has gotten good feedback from area pediatricians. They have asked for information on how they can be involved.

X. Comments by Maintenance Superintendent

1. Ms. Harriman reported for Mr. Dyszkiewicz that storm damage was not as bad as was anticipated.
2. Crews have been busy plowing and hauling snow.
3. The trades crews have been working at the Zoo on the African wild dog exhibit.

XI. Comments by the Zoo Director

1. Ms. Harriman reported that a pair of snow leopards is being picked up today in Chicago.

XII. Comments by the Golf Operations Director

1. Mr. Nowacki reported that the 4th annual Customer Appreciation open house will be held

on March 10 at Erskine from 10 am to 1 pm.

2. The Studebaker Museum is working with us on promotional ideas on the scorecards at Studebaker golf course. This will include reciprocal coupons and they will lend us some Studebaker memorabilia for the Pro Shop.
3. The Elbel Pro Shop is being remodeled with new carpet and counters.
4. Elbel Concessions area has been painted.
5. There has been some tree thinning along the west side of hole #4 at Elbel to allow more light and air circulation to the green.
6. On #6 at Elbel, work has been slowed by problems getting trucks in and out, but that is being remedied.
7. The Tree crew has removed 23 trees at Erskine, 11 at Elbel, and 3 at Studebaker. It is planned to plant 25 new trees this year.

XIII. Comments by the Director of Marketing & Promotions

1. Mr. Bradley presented the Board with a copy of "City Plan." This is the City's twenty year plan. Mr. Moyer has been our liaison on this project.
2. A new customer survey form has been developed to evaluate our programs.
3. The Zoo's new website will be online soon.
4. WNDU was at the Zoo recently covering their "Winter Days."
5. Mr. Bradley was recently interviewed concerning upcoming registrations for children's programming.
6. We will be working with the Silver Hawks on promoting Parks' programming at games this year.

XIV. There being no more business to come before the Board the meeting adjourned at 5:16 p.m.

The next regular meeting will be held March 19, 2007 at 4:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

William Carleton
Executive Secretary

2007 Fee Schedule

South Bend Parks and Recreation

<u>Location</u>	<u>Present Fee</u>	<u>Proposed Fee</u>
Potawatomi Park Picnic Sites	\$5	\$7
Alcohol Permit	\$2	\$5
Rum Village Pavilion	\$25	\$30
Potawatomi Pavilion (1 & 2)	\$40	\$45
Potawatomi Pavilion (3 & 4)	\$100ea/\$175 for both	\$115/\$200 both
Pinhook Pavilion	\$25/hr, \$175 all day 4 hr minimum	\$40/hr, \$400 all day 4 hr minimum
		all day = 10 am- 12 am
Southeast Park Pavilion	\$40, +\$25 for kitchen use	\$45, +\$30 for kitchen
O'Brien Pavilion	na	\$45
Potawatomi Zoo Corporate Picnic Area	\$160/day	\$200/day
Gym Rental	\$25	\$35
Erskine and Elbel Clubhouse	\$25/hr	\$35/hr
Greenhouse	\$25/hr	\$100 for 1st hour, \$50/hr thereafter
O'Brien Boardroom/Community Room	\$25/hr (2 hr min)	\$35/hr (2 hr min)
Burial Fees-		
Full Casket Burial	\$75	\$550
Cremation Burial	\$35	\$100
Weekend Service Fee (add'l)	\$25	\$200